IOWA DEPARTMENT OF PUBLIC HEALTH
BUREAU OF SUBSTANCE ABUSE

IDPH Prevention Survey Guidelines and Survey Instrument Instructions

Iowa Department of Public Health
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Preface
Iowa Department of Public Health (IDPH) funded contractors are required to use the IDPH Prevention Survey instruments for pre/post surveying in all evidence-based, multi-session prevention programs. Contractors must follow the guidelines listed in this document when conducting each step of the surveying process. Completed surveys are entered into the Qualtrics system, which is the IDPH approved web-based system for collecting and analyzing prevention data. All survey documents and associated materials can be found on the IDPH website under the Data Reporting tab at
http://idph.iowa.gov/substance-abuse/prevention/survey-information

Due Dates
Survey results must be entered into Qualtrics by the 15th calendar day of the month following survey administration. Data corrections are due in Qualtrics by the 15th of the month following identification of the error(s). A data entry cutoff date will be established for each project each contract year; this is in place to allow for data processing and reporting for year-end purposes. IDPH will notify contractors of the data entry cutoff date at the beginning of each contract year.

Qualtrics Access
Contractors will each receive a contractor-specific website link for data entry. Each contractor will have one Qualtrics account with one login name and password. Contact your supervisor if you do not have the login ID and password. The email associated with the account can be changed any time at a contractor's request by e-mailing BSAprevention@idph.iowa.gov.

Parental Consent Process
Consent requirements vary and depend on whether the prevention program is facilitated in a community or school setting. Consent is based on school district policy if the program is facilitated in a school setting and is based on agency policy if the program is facilitated in a community setting. All parents and legally authorized adults must have the opportunity to review the survey instrument before their youth takes the survey if they so choose. There are two different types of consent:

- **Informed or Active Consent –** An active or informed consent procedure provides a method to document permission such as a signed and returned permission slip from a parent or legally authorized adult.
- **Passive Consent** - A passive consent procedure typically involves distributing a letter to the parent or legally authorized adult explaining the nature of the survey and providing a method to retract permission.

Administrator Consent Form
IDPH provides an Administrator Consent form that should be signed by an administrator at the locations where the IDPH Prevention Surveys will be implemented. The form must be updated with project specific details noted by [ ], and printed on agency letterhead. These forms should be filled out each contract period and kept on file at the contracted agency.

Active or Passive Parent Letter
Based on the administrator consent process recorded in the form above, contractors must actively collaborate with the location to ensure parent letters are distributed in a timely manner. The parent letter needs to be provided to the parent or legally authorized adult at least thirty days before the program is to begin. Contractors will utilize the template provided, place on agency letterhead, and include contractor specific information in the letter where noted by [ ]. Contractors must ensure a copy of the survey is available for review by parents/legally authorized adults at least thirty days prior to survey administration; this is met by having a paper

copy of the survey available at the location where the program will be offered (it is also met by including a link to the survey in the parent letter).

Prevention Surveys

Prevention Survey (aka, "Regular Survey")

- This survey is used with youth participating in prevention education programs in grades 6 through 12. This survey should not be used with adult participants.

Prevention Younger Youth Survey (aka "YY Survey")

- This survey is used with youth in grades 4 and 5. It should also be used with youth in grade six ONLY when they are continuing in a multi-year elementary level prevention program from the previous year. Any exceptions need to be pre-approved by IDPH.

Contractors will need to contact IDPH at BSAprevention@idph.iowa.gov before providing programming to youth in 3rd grade and younger for guidance on evaluation processes. An adult survey is in the process of being developed for use when serving Iowan's ages 18 and over with prevention programming.

If implementing a multi-year program, the contractor shall contact IDPH at BSAprevention@idph.iowa.gov for survey administration guidance prior to implementing the first session of the first year of the program.

When to Pre Survey:

- Every participant in the program needs to take the pre-test **before the program is implemented or at the beginning of the first session of the program. In extenuating circumstances, the survey can be taken before the second session of the program.**
- If a participant starts the program after the second session, he/she does not need to be given a pre-test survey.

When to Post Survey:

- Every participant in the program needs to take the post-test at the end of the **last session of the program.**
- If the program is multi-year, participants need to take the post-test at the end of each year of the program.
- All post program surveys **need to be entered into Qualtrics by the due date as specified in the project's specific guidelines.** Any exceptions need to be pre-approved by IDPH.

Please see "Prevention Survey Administration and Participant ID Guidelines" below for additional instructions.

Data Entry Portal

- The Department Project Coordinator/Director will provide each agency with a link to access Qualtrics prevention projects for data entry.

Qualtrics Data Summary Report:

- Qualtrics data summary reports will be sent to each contracted agency every three months or more often if necessary.
- The purpose of the data summary report is to improve the data by catching errors more often and in smaller batches. These reports are for your agency's benefit and it is your agency's responsibility to make sure your data are as accurate as possible.

- The reports will likely consist of the total number of pre/post-tests entered, duplicates, match counts, and any matching issues between pre-test and post-test surveys.
- If the reports indicate there are errors, it is your agency's responsibility to correct them. If there are questions about how to correct the errors in Qualtrics, please contact IDPH at BSAprevention@idph.iowa.gov.

Qualtrics Data Editing/Viewing

Correcting data entry errors is done by logging in to Qualtrics. Each contractor has one Qualtrics account with one login name and password. Contact your supervisor if you do not have the login ID and password. The email associated with the account can be changed at a contractor's request by e-mailing BSAprevention@idph.iowa.gov.

Data Integrity

Contractors are responsible for ensuring that data entered into Qualtrics are correct. Errors that often need correcting are incorrect participant IDs, surveys entered into the wrong survey batch (younger youth when they are regular), duplicates, and participants with the same participant ID's.

Terminology/Definitions

Qualtrics Terms:

- **Batch**: A group of completed surveys for the same grant, contract/coverage area (if your contractor has more than one) survey type, prevention program, and measure.
- **Grant**: The state initiative under which your project is funded.
- **Measure/Measurement Point (Pre-Test/Post-Test)**: The point at which the participant's attitudes, beliefs, etc. are being "measured" or assessed. This includes two factors:
  1) Is it a pre-test or a post-test
  2) What program year (aka, curriculum year) was the survey administered in. If the prevention program/curriculum only spans one grade or school year (or less), those participants' surveys will always be Year 1 Pre-Test and Year 1 Post-Test.
- **Prevention Program**: The specific model or evidence-based prevention program/curriculum/intervention you are implementing (e.g., LifeSkills Training Program, Stacked Deck, Prime for Life, etc.)
- **Survey Type**: The specific survey instrument you are using for the project – the regular (main survey for participants in grade 6 and above) or Younger Youth (YY 4^{th} and 5^{th} graders).

Other Key Terms:

- **Agency Service Area:** A two or three digit code tied to the program service area provided to contractors.
- **Cutoff** (as in "data entry cutoff"): The data entry deadline; the last day you may enter survey data to be included in the year-end reports.
- **Fiscal Year** (see also Project Year): The funding year of the grant (e.g., the funding year spanning July 1, 2019 to June 30, 2020 is FY20).
- **Location of Implementation/Location Code:** A code created by each contractor to track location where the prevention program took place. Contractors are responsible for maintaining this list of codes.
- **Project**: The specific state grant under which you are implementing the prevention program/intervention.
- **Program Year**: The year of the curriculum of a prevention program; primarily used in relation to multi-year programs. Programs whose curriculum spans more than one

consecutive school year or grade. All years of the curriculum must be taken in order to have completed the prevention program. This is not the project or grant year; nor is it how many years the individual student has been in the program. For example, a Year 3 Post-Test is the post-test given at the end of the third **curriculum** year of a multi-year prevention program (such as LifeSkills Training) regardless of whether that particular student has been in the program one, two, or three years. (See Program Year/Curriculum Year below for another example). If the prevention program/curriculum only spans one grade or school year (or less), program year will always be Year 1.

- **Project Year**: The year of the grant cycle. IDPH prevention grants often run in 4- or 5-year cycles, so project year refers to which year it is in the grant cycle (1, 2, 3, 4, or 5). NOTE: This information is not asked for on the surveys.
- **Survey**: The questionnaire/instrument administered to participants to collect data for program/project evaluation. This is also used to refer to the questionnaire in Qualtrics where you enter participants' responses.

Prevention Survey Administration and Participant Identification Number Guidelines

These guidelines delineate the procedures for assigning identification numbers to all people who participate in prevention programs and administering the surveys for these prevention programs. It is imperative that each prevention contractor follow this protocol to ensure consistency across all projects.

Participant ID Requirements

1. **Participant ID numbers (or "codes") must be 8 digits long**. **The first two digits of the identification number must be the agency/contractor code used for this project as established by IDPH.** If your contractor's code is 9 or below, you must use 0 (numerical zero) as the first digit (e.g., if your contractor code is 5 or 05, your participant IDs will be 05xxxxxx). (Note that contractors with multiple service area contracts will use the service area code designated for use in the Prevention Project – contact IDPH if you have questions).
2. The last 6 digits of the identification number can be determined by you, but each ID must be unique to each participant.
3. Participants can keep the same ID from the previous year for multi-year programs only.
4. **Participants at different locations cannot have the same ID.**
5. Participant ID numbers are unique to the individual for a program and must not be re-used from year to year for different participants within a project.
   A. Example: If an individual is participating in the Life Skills program for multiple years, he/she must be assigned the same participant ID number.
   B. Example: If an individual is participating in more than one IDPH approved program, he/she must have a different participant ID number assigned.

Prior to Survey Administration

1. Identify who will be administering the survey. The survey administrator should not be the classroom teacher, nor should it be the individual who will teach/present the program. Ideally, the survey administrator should be a member of the project team not directly involved in program delivery within that school or location.
2. Keep an original copy of the blank survey instrument. Save the blank survey instrument on your hard drive or in your system.

3. On a copy of the original survey instrument, complete the Administrative questions. For Question 1a, check the line indicating whether you are administering a pre-test or a post-test. For Question 1b, circle the number indicating the year of the program (See “Terminology/Definitions” above) this pre- or post-test survey is covering: select “1” if this survey is for a single-year (or shorter) program, or if it is the first year of a multi-year program; “2” if it is the second year of the multi-year program, etc. For Question 7, indicate how many weeks long the program will be/was for the class group being surveyed. For Question 10, select the IOM population category (Universal, Selective, or Indicated) that best fits the group of participants you are targeting with the program.
4. Print the survey instrument. Make enough copies to correspond to the anticipated number of participants.
5. Obtain the list of the people who will participate in the prevention program. In a school setting, this list may be obtained from the principal, teacher, or registrar’s office. In a community setting, you will need to compile a list of people who are registered or recruited to participate in the program.
6. Arrange the list of participants into alphabetical order by last name.
7. Assign a unique 8-digit identification number to each participant. (See “Participant ID Requirements” above, and example below.) This ID will be used <u>only</u> for that participant for the duration of the project.
8. Record the 8-digit identification number on the list by the participant’s name.
9. Write an assigned identification number on the front page of each survey instrument.
10. Organize the stack of survey instruments so that they are in the same order as the list that matches each participant’s name with his/her identification number.
11. **The list of participant names and corresponding identification numbers must be stored in a locked file cabinet** and accessed only by the project director (or project coordinator) and the individual who administers the surveys. On the day of survey administration, the individual administering the survey must use this list to match each participant with the survey form that is labeled with his/her corresponding identification number.
12. Prepare a large envelope (10x13) which will be used to collect completed surveys following the Survey Administration process.
13. The survey must be administered in a quiet, confidential, non-distracting environment.
14. The individual administering the survey must review the “Script for Survey Administrator” (see below) and the survey questions prior to survey administration so that he/she is able to answer any questions that the participants may have.
15. Ask the teacher or program implementer to determine a quiet activity (homework or reading) for people who do not wish to or who do not have consent to complete the survey.

<u>During Survey Administration</u>

1. Wait for all participants to get settled in their places before beginning.
2. Introduce yourself to the participants and explain the purpose of the survey.
3. Explain that the survey is voluntary and that it will take approximately 10 minutes to complete.
4. Ask if there are any people who do not wish to complete the survey. This same process must be followed for those without guardian consent if active consent is being utilized or whose guardian withdrew consent if passive consent is being utilized. If there are people who do not want to take the survey, then:
    - Cross their names off of the list that matches each participant’s name with his/her identification number;

- Remove their survey instruments from the stack of instruments to be handed out to participating people, and do not distribute the survey instruments to the non-participating people;
- Ask the non-participating people to work on the quiet activity that was assigned by the teacher or program implementer.

5. Ask the participants not to start on the survey until directed to do so.
6. Place the envelope for completed surveys in an easily accessible location in the room, but away from other participants, the survey administrator, the teacher, and the program implementer. This is to help participants feel confident you and others will not see/read their answers.
7. Distribute the survey instruments to the participants. It is recommended that the individual administering the survey read the participant's name from the list that matches each participant's name with his/her identification number and then hand the participant the survey instrument that is labeled with his/her respective identification number.
8. Read the "Script for Survey Administrator" to the participants before allowing them to start (see below).
9. If a participant does not recognize a word, other participants may also have the same difficulty. Say the word aloud for all participants to hear without providing any additional information. If a participants do not understand a question, remind them of the directions to skip any questions they do not understand.
10. After all survey instruments are turned in, place all instruments (including blank ones) into the envelope provided, seal the envelope, and thank the participants.

<u>After Survey Administration</u>

1. Deliver the sealed envelope to the data entry person, or to a secure location to await data entry. The survey administrator must take the completed surveys from the location and not leave them in the location where the service was provided. The survey administrator must take the surveys and deliver them to the location where data entry will occur, keeping them secure during the entire process, and placed in a safe and secure location on the same day the survey was collected.
2. Completed survey instruments must be stored in a locked file cabinet *separate from* the list that matches each participant's name with his/her identification number.
3. Survey data are entered into Qualtrics via your contractor-specific account. All responses must be entered into Qualtrics as provided by the participant. If a response is unclear (i.e. multiple responses selected, an X between response options, etc.), a "Missing" response should be submitted. The data entry staff must not review the list matching participant name to the identification number, especially during data entry.
4. Once the data from the completed survey instruments are entered into Qualtrics, the original paper instruments must be stored in a locked file cabinet for a period of **five (5) years** from the day the Contractor submits its final expenditure report. After this period, the original paper instruments must be destroyed by shredding.

Example:
List Matching Each Participant Name with a Unique Identification Number

Contractor Code: 23

Participant	Identification Number
Janet Carpenter	23562351
Katie Smith	23763400
Pat McDonald	23581009
Julie Diesel	23218865
(etc.)	

Script for Survey Administrator
NOTE: Words in italics and brackets are notes for the administrator – not to be read to participants.

1. You are being asked to fill out a survey at the beginning and at the end of the program so we can find out whether this program is useful for participants like you.
2. Do not put your name on the survey. Your survey form will only have an identification number on it, and only the project coordinator and I *[only mention yourself if you have access to the list]* will see the list of names that match the ID numbers.
3. Please read the entire survey carefully.
4. There are no "right" or "wrong" answers, but it is very important that you provide an honest answer to each question.
5. For each question, choose the one answer that comes closest to your honest answer. Your answers should be based on what you think is really true, not what you think is the "right" answer.
6. If you do not understand a question or an answer, please do not answer that question and go to the next question. [NOTE for survey administrators: Demographic questions listed in the survey align with the US Census.] "I want to explain two questions on the survey that often confuse people. They are questions about your race and your ethnicity. Some people see race and ethnicity as the same, but for the purposes of this survey please try to answer both questions. The question, 'Are you Hispanic or Latino?' is asking whether or not you belong to one of those ethnic groups…yes or no. Whether you do or you don't, you also belong to a race, which is based on where your ancestors were from. The question, 'Which of the following best describes you?' asks about your race…for instance, do you consider yourself White, African American, something else, or more than one race?"
7. Record your answer to each question by writing an "X" or a check mark on the line next to the answer that comes closest to your honest answer. *[**For the Younger Youth survey Q. 16-26, instruct them to circle the answer they want to give.]*
8. *[For regular survey only: For questions 32-44, instruct the participants to answer the questions according to the past 30 days, unless you are administering a <u>post</u>-test for a*

program *shorter* *than 30 days. In that case, instruct them to answer the question according to the time since they started this program.]*

9. Once you are finished, please turn in your survey by placing it in the envelope *[indicate where the envelope is located]*.
10. After you have turned in your survey, please wait quietly at your desk until everyone is finished.
11. Once all surveys are turned in and before I leave this room, I will seal this envelope.
12. Please begin.

Conclusion

These guidelines are provided to standardize data collection, address commonly identified issues, and help your agency meet funder expectations. These guidelines will help collect meaningful data that will inform future prevention efforts. Please email BSAprevention@idph.iowa.gov with any quesitons or concerns about these guidelines.